

Program Overview – Cooperative Education and Specialist High Skills Major (SHSM) Cooperative Education 2022

Planned learning experiences that take place in the community such as work experience cooperative education, provide students who are enrolled in courses of all types and disciplines with the opportunity to enhance their school programs.

Experiential learning can assist all students, including exceptional students, who are bound for university, college, apprenticeship, or the workplace, in making career decisions as well as in developing the knowledge, skills, and attitudes that are essential today.

Cooperative education courses include an online classroom component, comprising preplacement and integration activities, and a placement component. Students earn cooperative education credits by integrating classroom theory with planned learning experiences in the community to achieve learning based on the curriculum expectations of the related course. Placements should provide students with challenging opportunities to apply and extend the knowledge, practise, and refine the skills acquired in the related course, and to demonstrate achievement of placement expectations that reflect current workplace practices and standards.

Cooperative education involves a partnership between education and business, industry, agriculture, labour, or community organizations that includes students, teachers, parents, employers, and placement supervisors. Additional participants may be involved in the case of exceptional students and other students with special needs. Joint planning by these individuals ensures that students are provided with a systematic introduction to career exploration, experiential learning, and career planning. (Source: *Cooperative Education and other forms of Experiential Learning*, 2000)

How do summer school cooperative education programs benefit students?

Summer school cooperative education programs:

- give students the opportunity to take cooperative education if they were unable to do so during the regular school year because of scheduling conflicts,
- provide access to placements in areas such as landscaping, recreation, and hospitality that involve seasonal employment opportunities and that are not available during the regular school year,
- enable students to earn the compulsory and/or optional credits they need to complete their Ontario Secondary School Diploma (OSSD),
- can lead to opportunities for employment for the remainder of the summer after the placement is completed or for future summer employment.

Durham Continuing Education offers two cooperative education programs. The cooperative education programs run Monday through Friday, commencing Wednesday July 6, 2022, and concluding Wednesday August 10, 2022. The program will be a combination of online instruction and on-site work experience. Cooperative education teachers will monitor students through on-site visits throughout the work term.

Option 1: Cooperative Education. This program is suggested for students who wish to explore an area of interest for post secondary destination. Successful students in this program will receive one cooperative education credit (GLN4O8) one Guidance credit (GLN4O1) – Navigating the Future. Students must attend all online days and all scheduled on-site work experience dates. Due to the compressed timeframe, absences may result in forfeiture of one or both cooperative education credit(s).

Option 2: Specialist High Skills Major (SHSM) Cooperative Education. The program is designed for students who have identified an area of interest and are registered in a Specialist High Skills Major program at their home school. Student placements **MUST** be related to the SHSM in which they are enrolled. Successful students in this program will receive two (2) cooperative education credits linked to their SHSM program (GLC2O9). Students must complete a combination of online and on-site hours. Due to the compressed timeframe, absences may result in forfeiture of one or both cooperative education credit(s).

Requirements for participation in a cooperative education program:

- ✓ students should have completed at least sixteen credits,
- ✓ students must be available for the entire program,
- ✓ students **must secure their own placement** (* see note following) and the placement work hours must occur Monday to Friday, with the majority of hours occurring between 8:00 am and 5:00 pm (weekend hours and company shutdowns CANNOT be accommodated),
- ✓ French Immersion placements can be accommodated but only the placement credit (GLN4O8) would be granted in French – the GLN4O1 will be granted in English,
- ✓ **placements MUST be within the boundaries of Durham Region,**
- ✓ students cannot receive remuneration (pay) while at placement,
- ✓ high-risk activities such as roofing, large-scale manufacturing, or activities that require operation of motor-powered vehicles or high-risk machinery are not suitable,
- ✓ students are responsible for the purchase of any safety equipment or uniforms required by the chosen placement,
- ✓ students are responsible for travel to and from placements and in-school sessions,
- ✓ *Placements must be approved prior to the start of summer school. The Durham District School Board and Durham Continuing Education reserve the right to refuse placements if the Co-operative Education Teacher deems the placement unsafe or unsuitable for the cooperative education program. Family members at a cooperative education placement cannot supervise students. Please visit www.dce.ca for further information.*

It is the responsibility of students and their guidance counsellors to ensure suitability of students before approving registration in a Cooperative Education course. Cooperative education programs cannot be taken concurrently with any other summer school program.

* Note: Durham Continuing Education does not have access to cooperative education placements. Cooperative education teachers are tenured for the summer program only and are not available to assist in placement sourcing. Furthermore, home schools are NOT expected to find placements for students, however, students may wish to consult with home school cooperative education teachers for suggestions ONLY. Information for prospective employers may be found on our website at www.dce.ca – under, “Summer School,” “Cooperative Education.”

Course Cancellations

Durham Continuing Education reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course. Students will be notified ONLY of course cancellations. Course cancellations will also appear on the DCE website by Friday June 24, 2022, 12:00 pm.

First Day Procedures for Cooperative Education Students

Classes begin **Wednesday July 6, 2022 – attendance is MANDATORY**. Classes begin promptly at 8:30 am, online. You will receive login instructions approximately three (3) business days prior to start. Information for DDSB students will be sent via DDSB student Gmail accounts. Information for all others will be sent to the address used at registration. Students will access their online course via the [DDSB Mobile Campus](#).

Report Cards

Final report cards will be available by the end of August. For students enrolled in a DDSB secondary school, the report card will be sent to their **home school and the marks added to their transcript**. Students **not** enrolled in a Durham District Board school will have their report card mailed to their home addresses by the end of August. Students should take the report card to their secondary school (current or former) to have the marks added to their Ontario Student Transcript.

Note: Current DCDSB will have marks and reports transferred to their board electronically for upload to student transcript files. Current DCDSB students should confirm marks have been added to their transcript by the end of September. Timing of the upload to student records is done at the discretion of the DCDSB

Marks will NOT be given out over the telephone. If students wish to obtain a final unofficial mark summary at the end of their program, students may request this from their teacher prior to the conclusion of the program.

Mark Transmission to Colleges/Universities

Students enrolled in a Durham District School Board School during the 2021/2022 year who have applied to Ontario College or University entrance in Fall 2022, will have their marks transmitted electronically in mid-August 2022. Should the student need a proof of mark prior to the transmission date, please complete the [Proof of Mark Request](#) form. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full email address for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed, or for delays in processing at the College or University locations.*

For ALL other students who have applied to Ontario Colleges **ONLY** for Fall 2022 entry and who wish their marks transmitted electronically, please complete the [Proof of Mark Request](#) form. Marks will be transmitted in mid-August 2022.

For ALL other students who have applied to Ontario Universities for Fall 2022 entry, please complete the [Proof of Mark Request](#) form. *Note: Students are responsible to provide their OCAS/OUAC number and full email address for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed, or for delays in processing at the College or University locations.*

For ALL students who have applied to Universities or Colleges outside of Ontario for Fall 2022 entry, please complete the [Proof of Mark Request](#) form. *Note: Students are responsible to provide their OCAS/OUAC number and full email address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed, or for delays in processing at the College or University locations.*

Appeal of Summer School Marks

Should a student feel the necessity to appeal a summer school mark, it must be done through his/her home school guidance department. The home school guidance department will make inquiries to the principal of Durham Continuing Education who will decide and inform the school, the students, and the parents of the final decision.

Textbooks/Instructional Materials and Equipment

Durham Continuing Education is not responsible for any equipment or uniforms required by cooperative education placements.

Transportation

Students are responsible for transportation to and from cooperative education placement sites.